

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS -
EXECUTIVE/PERSONNEL COMMITTEE
Thursday, November 21, 2013 – 12:00 Noon
100 West Keenan Street, Rhineland, Wisconsin**

Members Present: Bix, Millan, Ritchie, Teichmiller

Members Absent: None

Call Meeting to Order: Chair Teichmiller called the meeting to order at 12:00 Noon. Also in attendance were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Mary Rideout, Oneida County Social Services Financial Services Manager; Tina Kimball, Oneida County Account Technician, and ADRC-NW Board Director and Finance Committee Chair Dave Krug.

Public Comment & Introductions: There were none.

Approval of the Agenda: Millan moved to approve the agenda with nine items; Bix seconded. All Ayes. Motion Carried.

Approval of the Minutes of the November 1, 2013 Finance & Executive/Personnel Committee Meeting: Millan moved to approve the minutes of the November 1, 2013 Finance & Executive/Personnel Committee Meeting; Ritchie seconded. All Ayes. Motion Carried.

ADRC-NW Employee HRA: When Regional Manager Parkkila and ADRC-NW Specialist Nuernberger were hired, Health Reimbursement Accounts should have been set up and fully funded. However, there were some problems with implementation. Bix moved to recommend to the full Board of Directors that it make a cash payment to the two involved employees to cover the amounts that should have been placed in their Health Reimbursement Accounts. The motion went on to state that the amount of the taxes due on this payment will also be paid to the employees. Millan seconded. All Ayes. Motion Carried. A rewording of the respective job offers for the two employees will be made to reflect the actual Health Reimbursement Account benefit.

Regional Manager 360 Evaluation Process: Because the 360 evaluation tool has not been developed yet, the Committee will be using the old form for the upcoming Regional Manager Evaluation. However, that form needs some revising to make

all the items relevant. At the next meeting, the Executive/Personnel Committee will work on this.

Future Agenda Items: Finalized Employee Handbook; Regional Manager Evaluation Tool; revised Mission Statement.

Set Next Meeting Date & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee will be Thursday, December 19, 2013 at 10:30 A.M. It will be in Rhinelander.

Adjournment: With no further business, Bix moved to adjourn; Ritchie seconded. All Ayes. The meeting was adjourned at 12:48 P.M.

Handouts: Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee minutes of November 1, 2013; 2014 Oneida County Health Plan information.